

**SD73 Kamloops/Thompson  
1701 Process for 2017-2018**

- Mon Sept 11 Upload all documents to MyEd 73 Website
- Tues Sept 12 SBO email to all school administrators
- Thurs Sept 14 P/VP Meeting (Counselling Steno?) & Drop-in Support Session until noon
- Wed Sept 20 1701 Drop-in Support Session (HGEC 1 – 4pm)
- Sept 14 to 21 School teams work on 1701 with supports  
District Staff  
School Web Verification Site  
MyEd BC Reports  
Documents on eHelp website and given out at training
- Thurs Sept 21 1701 Snapshot Trial Run (District centrally pulls data from MyEdBC and uploads to District Verification Website)
- Fri Sept 22 District contacts schools that have a significant number of errors
- Mon Sep 25 1701 Drop-in Support Session (HGEC 8:30am – 4pm)
- Sept 22-28 Schools teams working through iterative process making corrections in MyEdBC
- Thurs Sep 28 School Administrator completes the checklist, signs it and then emails to SBO (Dana Heyman)
- Fri Sept 29 District centrally pulls 1701 data “STD file” from MyEdBC for all schools
- Mon Oct 2 District uploads new data files for all schools to the Ministry Web Verification Application
- Oct 2 – 27 District staff review data and contact schools as needed  
District staff makes corrections to data in the Web Application and notifies the schools to make the same changes in MyEdBC
- Oct 27 Final Changes are made to data in the Web Application
- Dec 15 Funding based on the Sept 30 snapshot arrives at the district